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## B. Appointments, Renewals, Promotions and Tenure

Saint Mary's College of California

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## B. Appointments, Renewals, Promotions and Tenure

### Faculty Appointments

Faculty appointments are made by the President, in consultation with the Academic Vice President, acting on the recommendation of the appropriate deans, who will have consulted with the appropriate department(s).

### Definition of Appointments

1. Full-time appointments are temporary, probationary and tenured.
    - a) Temporary full-time appointments are made for a specific purpose and clearly limited to a brief association with the College, for example, to replace someone on sabbatical, to offer special courses under a grant, temporary needs of a department, etc. A member in a full-time appointment will receive retroactive credit as a probationary appointment if a reappointment is probationary.
    - b) Probationary appointments may be for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to acquisition of continuous tenure will not exceed seven years, including all previous full-time service with the rank of instructor or higher in other institutions of higher learning (except that the probationary period may extend to as much as four years, even if the total full-time service in the profession thereby exceeds seven years; the terms of such extension will be stated in writing at the time of initial appointment). Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the institution agree in writing to an exception to this provision at the time the leave is granted. Notice shall be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
    - c) Tenured appointments are permanent appointments. Tenured appointments may be terminated under conditions noted below, with the burden of proof resting upon the College.
  2. Part-time appointments are either regular or occasional. A person is designated as having a regular part-time appointment after four consecutive semesters and with appropriate academic evaluation. Occasional part-time appointments are made for a limited time and purpose.
  3. Tenured faculty may request leaves-of-absence for specified periods of time through written agreement with the President on the recommendation of the Academic Vice President. Leaves-of-absence do not normally extend beyond two years.
- Tenured faculty may temporarily (not more than two years) or permanently reduce their full-time tenured appointment to a fractional tenured appointment through written agreement with the College.



### Termination of an Appointment by the Faculty Member

A faculty member may resign his or her appointment, usually effective at the end of the academic year. The member should give notice in writing of his or her intention to resign or not accept a renewal as soon as possible, but not later than May 1st or within thirty (30) days of receiving the contract for the coming year, whichever occurs later.

### Termination of an Appointment by the College

Termination of a tenured or probationary appointment or temporary appointment before the end of the specified term will be by the President for adequate cause, as follows:

- a) Financial Exigency: Termination may result because of a state of financial exigency which threatens the survival of the College. An appropriate faculty-administration committee determines that a bona fide case of financial exigency exists. The faculty members of the committee must be approved by the Faculty Assembly. A committee approved by the faculty should, according to established criteria, identify those to be terminated. Any faculty member identified as one to be terminated has a right to a review hearing. Every effort will be made to place the member in another suitable position in the College. The terminated faculty member will be given notice or severance salary by taking into account the length and quality of service. If, during a three-year period, the position is reopened, the terminated faculty member will have the option of assuming his or her former position.
- b) Discontinuance of Program or Department not Mandated by Financial Exigency: The decision to discontinue a program or a department will be based essentially on educational considerations. The Academic Coordinating Council will examine the evidence and recommend action. Before a faculty member is notified of the intention to terminate, every effort will be made to place the member concerned in another suitable position. A faculty member may request a review hearing regarding his or her termination or relocation. Severance salary will be offered.
- c) Medical Reasons: Termination will be based on clear and convincing medical evidence that the member cannot continue to fulfill the terms and conditions of appointment. The evidence will be reviewed by the Rank and Tenure Committee if requested by the faculty member. Severance salary will be offered.
- d) Failure to Observe Conditions for Leave of Absence: If a faculty member fails to observe conditions mutually agreed upon in writing for leave of absence, he or she will be subject to a hearing to determine whether there is cause for termination of appointment.
- e) Unfitness: Manifest unfitness to perform in a professional capacity; for example, incompetency, dereliction of duty, immoral conduct in the performance of his or her duty, etc., as determined after formal procedures as defined in the AAUP handbook.<sup>2</sup>

<sup>2</sup> American Association of University Professors Policy Documents and Report, 1977. A copy of pertinent documents of the AAUP is on file in the College Library.



- f) Canonical Status Change: Utterances or actions by a faculty member (who was appointed as a Christian Brother, or a member of another religious order or cleric, and who has changed his or her canonical status), which impugn or repudiate the Catholic ideals or aims of the College or of the Brothers of the Christian Schools as determined after a formal hearing by a suitable committee of academic peers.

Recommended Institutional Regulations, AAUP Policy Documents and Reports, 1977, will apply in all the above cases.

## Procedures Prior to the Review of Candidates

### 1. Eligibility

- a) Tenure: Notice of appointment or non-reappointment, or of intention not to recommend reappointment to the President of the College must be given at least twelve months prior to the completion of the probationary period. If the decision is for non-reappointment, the final year is a terminal one.

If the decision is favorable, the faculty member is granted tenure at the completion of his/her probationary period, or sooner, subject to the provisions under Definition of Appointments, above, if the Rank and Tenure Committee so recommends and the President of the College approves the recommendation.

- b) Promotion: Instructors must be considered for promotion no later than their third year of service. Assistant Professors must be considered for promotion no later than their seventh year of service at that rank. Associate Professors must be considered for promotion no later than their eighth year of service at that rank. Faculty members should be considered for promotion no later than the year in which they reach the top step in the salary schedule for their rank.

### 2. Faculty Procedures

- a) By October 1st of each year<sup>3</sup>, the Undergraduate Dean shall notify each person eligible for promotion or tenure. Those persons who are considered shall then submit, before October 15th, whatever information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.).

<sup>3</sup> The times specified for the completion of review procedures in this document, except those for notification, are a recommendation of the faculty, not a legal obligation of the College.

- b) A tenured faculty member who does not wish to be considered for promotion may request that he/she not be considered during that year or for any length of time he/she requests, excepting the year in which he/she becomes eligible for promotion for the first time. If the request is granted by the Undergraduate Dean, that person becomes eligible for nomination to the Rank and Tenure Committee.
- c) By November 1st of each year, the Undergraduate Dean will publish and distribute to the faculty and the Student Rank and Tenure Committee a "Faculty Roster" which will include the rank and number of years teaching at the College and at other colleges and the tenure status of each faculty member.
- d) By November 1st of each year, the Undergraduate Dean shall formally solicit from department chairpersons their recommendations concerning those persons teaching in their departments who will be considered for promotion or tenure during that year.
- e) At the same time the Undergraduate Dean shall solicit from chairpersons letters of interim evaluation for non-tenured members of their departments. The chairpersons should review with non-tenured members those conditions which affect their promotion, retention, and tenure.
- f) Each department chairperson should keep himself/herself informed of the members of the department eligible for promotion or tenure and should collect appropriate materials to be presented to the members of the department to assist them in the evaluation of their colleague.
- g) The department chairpersons should make their recommendations in consultation with all members of their departments. The chairpersons should also make an effort to get student evaluations of the candidate, especially the opinions of majors in their departments. The evaluations of department members whose recommendations differ from those of the chairperson should be reported objectively by the chairperson to the Rank and Tenure Committee and also submitted directly to the committee by the individual department members.
- h) In cases of tenure and promotion, complete recommendations from department chairpersons and the Undergraduate Dean, if possible, should be submitted to the Academic Vice President before January 31st of each year.



### 3. Student Committee Procedures

- a) By November 1st of each year, the Undergraduate Dean shall present to the Student Rank and Tenure Committee the names of faculty members who will be considered for promotion and/or tenure during that year.
- b) The Student Rank and Tenure Committee will present its recommendations and a description of its information-gathering techniques to the Undergraduate Dean by March 15th of each year as evidence to assist in the process of evaluation.

- 4. Additional Procedures. Letters of evaluation by all members of the College community should be addressed to the chairperson of the Rank and Tenure Committee. All letters of evaluation received by department chairpersons and by the Student Rank and Tenure Committee should be forwarded to the chairperson of the Rank and Tenure Committee to be placed in the candidate's file.

### Rank and Tenure Committee Procedures

- 1. In the matter of faculty tenure, promotion, non-reappointment and dismissal, the Rank and Tenure Committee, the College administration and the Board of Trustees respect and in general follow, as far as local conditions pertain, the 1940 Statement of Principles and subsequent interpretative comments (1940, 1970, and 1977) of the American Association of University Professors. However, neither the College Board of Trustees nor the administration has formally agreed to the 1940 Statement and subsequent interpretative documents and is not legally bound to adhere thereto. In cases where differences occur between the Saint Mary's College Handbook and procedures and policies of the AAUP, the Handbook supersedes procedures and policies of the AAUP.
- 2. The College Rank and Tenure Committee has a firm commitment to an Affirmative Action Program for the employment of minority people and women.

### 3. Voting

- a) Substantive recommendations of the Rank and Tenure Committee are made by simple majority of four.
- b) If a member of the committee is chairperson of the department with which the candidate is affiliated, he/she shall abstain.
- c) If a member of the committee believes the information submitted on a candidate for promotion or tenure is insufficient, he/she may move to table the voting until the committee believes sufficient information is available.
- d) When a negative recommendation either by the committee, or by the Undergraduate Dean, if applicable, or by the Academic Vice President has been rendered in the case of tenure, the Academic Vice President shall inform the candidate in writing. He shall discuss the basis for this recommendation with the candidate, if the candidate so desires.



b) Alleged inadequate consideration. Petitions for review alleging inadequate consideration should be referred to the Grievance Committee of the College which will:

- 1) Determine whether or not the recommended decision of the Rank and Tenure Committee was the result of adequate consideration in terms of the relevant standards of the College, with the understanding that the reviewing committee should not substitute its judgement on the merits for that of the Rank and Tenure Committee;
- 2) Request reconsideration by the Rank and Tenure Committee when the committee believes that adequate consideration was not given to the faculty member's qualifications and indicate in what respects it believes the consideration may have been inadequate;
- 3) Provide copies of its report to the faculty member, the Rank and Tenure Committee, and the President of the College.

2. Final Rank and Tenure decisions shall be made by the President of the College, except as provided in b) below:

If the President of the College finds the recommendation of the Rank and Tenure Committee and the Academic Vice President unacceptable in a tenure consideration, he will meet with the Rank and Tenure Committee to discuss the case.

If, after such meeting and discussion, the President still finds the recommendations unacceptable in the case where he intends to deny tenure, he shall inform the faculty member of his intention not to grant tenure and will give his reasons orally. The faculty member will be given upon request a written statement of reasons for denial of tenure.

- a) If the faculty member alleges inadequate consideration by the President, he may request that the Grievance Committee review the case. Grievance Committee shall then review the recommendations of the Rank and Tenure Committee, the statement of reasons of the President, and any new evidence the faculty member may wish to present. If the Grievance Committee agrees with the Rank and Tenure Committee, it will ask the President to reconsider. The decision of the President is final. He will restate his reasons in writing if requested to do so by the faculty member.
- b) If the faculty member alleges academic freedom violation, the faculty member may request that the Executive Committee of the faculty review the case in accordance with paragraph 1(a) of these Appeal Procedures. Thereafter, if the President of the College finds the recommendation of the Executive Committee and/or the Rank and Tenure Review Committee unacceptable, the faculty member may request the Board of Trustees to review the record of the case. The Board of Trustees shall make the final decision.

## Criteria

The chief criteria for promotion and tenure are:

### 1. Promotion:

- a) teaching effectiveness
- b) intellectual quality
- c) conscientiousness and effectiveness in advising students.  
outside the classroom
- d) evidence of scholarly interests and pursuits (this evidence  
need not necessarily take the form of publication)
- e) commitment and contribution to the aims and ideals of the College.

### 2. Tenure: In addition to the criteria cited above, the following are included in view of the nature of permanent tenure:

- a) the needs of the College and the department;
- b) the possession of the Ph.D. degree or its equivalent is  
normally expected;
- c) a special emphasis on the contribution and commitment to the  
aims and ideals of the College, and an active interest in the  
quality of the curriculum and the ability to work well with  
colleagues.

### 3. In addition to these general criteria, the following special criteria apply to various ranks:

#### a) Assistant Professor:

- 1) possession of a Master's Degree is normally expected;
- 2) the candidate must be judged competent to teach advanced  
or upper division courses;
- 3) the candidate should give evidence of scholarly achievement,  
especially continuation of advanced studies toward a  
doctorate, if not already possessed.

#### b) Associate Professor:

- 1) possession of the Ph.D. or equivalent is normally expected;
- 2) since the rank usually accompanies permanent tenure, note  
criteria for tenure, above.

#### c) Full Professor:

- 1) possession of the Ph.D. degree is normally expected;
- 2) the rank is awarded in recognition of high scholarly  
achievement and teaching effectiveness, scholarly  
achievement to be evidenced by a sound professional  
reputation among academic colleagues outside the College itself.



Advancement for Academic Administrators

1. Academic administrators with faculty rank are considered in the same category as full-time faculty members for purposes of advancement, tenure, and promotion, even though their teaching duties may be part-time or may be interrupted entirely by administrative duties. Like other faculty members, they advance one step within rank each year.
2. With regard to promotion and tenure, the same procedures should be followed as far as possible for academic administrators as for other members of the faculty. Academic administrators who are not members of the Rank and Tenure Committee should be reviewed by that committee.
3. The Academic Vice President will be reviewed by the Faculty Rank and Tenure Committee and during those deliberations, the Chairperson of the Faculty shall replace the Academic Vice President as chairperson of the committee. The committee shall use its discretion in finding means to conduct the fullest possible evaluation, including personal interview, since normal departmental channels do not seem adequate in this case. Recommendation should be made by the Chairperson of the Faculty to the President of the College.
4. Promotion and the granting of tenure to academic administrators should be governed by the same criteria that are applied to other faculty members (with the exception that the academic administrator is regarded as full-time, regardless of the extent of his/her teaching duties).
5. Academic administrators with faculty rank are those who meet the following criteria:
  - a) Regular faculty status, granted according to the same standards that apply to other members of the faculty.
  - b) Administrative duties of a genuinely academic character; that is, directly concerned with the academic program or with the academic preparation of students (e.g., President, Academic Vice President, Undergraduate Dean).
6. In disputed cases, the Rank and Tenure Committee should determine whether an individual administrator meets both of these criteria.
7. The Faculty Rank and Tenure Committee makes no recommendation directly on the appointment and retention of academic administrators, who are appointed and evaluated in their administrative capacity by the President of the College; it does make recommendations on their rank and advancement within the faculty.

## Non-reappointment, Standards of Notification, Dismissal

Non-reappointment: The decision not to renew the term appointment of a faculty member, before he/she has become eligible for tenure, is made by the Academic Vice President in consultation with the candidate's department chairperson, and in the case of undergraduate faculty, on recommendation of the Undergraduate Dean. Such a faculty member not eligible for tenure may appeal the decision not to renew to the Rank and Tenure Committee. He/she may appeal the decision of the Rank and Tenure Committee through appeal procedures on pages 47-48, 1a and b.

Faculty appointments of a clearly temporary or limited character are so described in the letter of appointment ordinarily issued by the Academic Vice President or Undergraduate Dean.

### Standards of Notice:

- a) Full-time faculty members in their first academic year of service must be notified of non-reappointment or intention to recommend non-reappointment not later than March 1st of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
- b) Full-time faculty members in their second year of service must be notified of non-reappointment or of intention to recommend non-reappointment, not later than December 15th of that year; or, if the appointment terminates during the academic year, at least six months in advance of its termination.
- c) Full-time faculty members in their third year or later of academic service must be notified of non-reappointment or of intention to recommend non-reappointment at least twelve months in advance of the expiration of their appointments.
- d) As far as possible, these standards of notice are also observed in terminating part-time appointments.

### Dismissal

- a) The dismissal of a tenured faculty member or a non-tenured member whose term of appointment has not been completed must be for cause.
- b) In all cases of dismissal, the procedure described in the "Statement on Procedural Standards in Faculty Dismissal Proceedings" of the AAUP Policy Documents and Reports should be followed.

### Resignation

Resignation of a faculty member is presumed if the annual contract is not signed and returned to the President within the stipulated time. An earlier notification is strongly urged.



### Emeritus

Professor Emeritus is an honorary title conferred on a retiring faculty member who has served the College with special distinction.

1. Criteria for eligibility:
  - a) minimum of ten years of full-time service
  - b) attainment of rank of Associate Professor
  - c) supporting letters from colleagues
2. Recommendations: criteria upon which they should be based:
  - a) teaching effectiveness
  - b) scholarship or artistic expertise
  - c) effective student advising
  - d) cooperation with colleagues in advancing the academic aims of the College
  - e) devotion to the goals of the College
3. Privileges: in addition to privileges granted to all retired faculty members, a Professor Emeritus
  - a) will receive written faculty ballots
  - b) will be eligible for appointment to faculty committees
  - c) may participate in formal academic ceremonies
  - d) may have his/her name listed in the College Bulletin with the designation Professor Emeritus
4. Procedure for promotion to Professor Emeritus:
  - a) the candidate will be proposed in writing for Emeritus status by the department chair or a senior faculty member to the Undergraduate Dean
  - b) the Undergraduate Dean will solicit letters of support from colleagues and the candidate's department
  - c) the collected letters will be submitted to the Undergraduate Dean for recommendation by the Rank and Tenure Committee
  - d) recommendation by the Rank and Tenure Committee will be forwarded to the President for his approval
  - e) the Professor Emeritus Award is presented to the recipient in an appropriate ceremony acceptable to the recipient

### Retirement

Normal retirement date is the last day of the academic year in which a Retirement Plan Participant attains age 65. A participant may retire at his or her normal retirement date. A participant may continue in the employ of the College after his or her normal retirement date in accordance with the employment policies of the College. For details, see the Personnel Officer.

### Leave of Absence

Leave of absence may be obtained with the approval of the department chairperson, by recommendation of the Undergraduate Dean or Academic Vice President to the President. Normally, a leave of absence is granted, upon request, for an academic term or year, and must be formally renewed up to a maximum of an additional year. Under extraordinary circumstances, the President may extend



the leave of absence for an additional period of time. Collateral benefits are not due during leave of absence, except that a faculty member may continue medical insurance during leave, normally on the condition that he or she pays the entire premium. One year or less of scholarly (medical or parental leaves normally include the right to return unless otherwise stated in writing at the time that the leave is granted) leave of absence may normally be counted as part of the probationary period. A faculty member on leave is strongly urged to notify the Undergraduate Dean or Academic Vice President by March 1st of intention to return or not to return in September.

### Sabbatical Leave

Saint Mary's College may award up to a maximum of three (3) sabbaticals to undergraduate faculty. The awards are made to faculty upon the recommendation of the Academic Council, and the faculty, with the approval of the President and the Board of Trustees. Applicants must have tenure, at least six years of accumulated service at the College prior to the first or since the last sabbatical granted, and must submit a proposal for study and research to the Academic Council, through the Undergraduate Dean, more than one full year in advance of the proposed sabbatical year. A proposal must be submitted, or resubmitted, for each year for which sabbatical leave is sought.

The granting of sabbatical leaves is not automatic after any stated period of service but will be based on proposals submitted for study and research. The Academic Council will make its recommendations on the basis of a judgement concerning the merits of the proposal itself, the ability of the applicant to pursue it and the likelihood that it will be pursued, and years of service at Saint Mary's College. An acceptable proposal need not necessarily contemplate the publication of results, although this is desirable. If results are not published, the professor granted leave should report in some fashion to the faculty and administration of the College concerning the results of his/her studies sometime during the first academic year after the leave.

The sabbatical leave entitles a professor to half salary for a year's absence, or full salary during half a year's absence. Christian Brothers on sabbatical arrange an appropriate stipend with the President of the College. The half year's absence includes the January Term. The faculty member is expected to remain on the faculty for at least two years after the leave.

A separate sabbatical policy exists for full-time graduate faculty of the Education Department. It is the responsibility of, and may be obtained from, the Academic Vice President.

### Faculty Grievance Procedure

#### Introduction

1. The intent of this grievance procedure is to give to each member of the faculty the right to have his/her grievance heard in a predictable manner which, among other things, permits the participation of his/her colleagues. It is to be hoped that the underlying spirit, at each step in the procedure, will be to effect the timely and equitable settlement of the grievance.



2. This procedure will assist in settling disputes between faculty members and other faculty members or administrators. It will assist in resolving any specific complaints (grievances) except alleged violations of affirmative action provisions, and grievances against the Rank and Tenure recommendations alleging academic freedom violation.

#### General Provisions

1. Grievable issues are:

- a) errors in procedures for carrying out policies
- b) errors in policy or absence of proper policy
- c) errors in administration policies
- d) inadequate consideration by Rank and Tenure Committee, the Undergraduate Dean, the Academic Vice President, or the President.

2. This Procedure does not apply to:

- a) Rank and Tenure Committee recommendations or rank and/or tenure recommendations by the Undergraduate Dean or Academic Vice President which are alleged to violate academic freedom. (Such complaints are referred to the Executive Committee of the Faculty.)
- b) Violations of affirmative action (and/or non-discrimination) policies. (Complaints containing such allegations are referred to the Affirmative Action Committee.)

3. A grievance will be heard beginning with Step I of the procedure and continuing in established order until a settlement has been reached or a decision has been accepted by all parties to the grievance, or the last step has been fully implemented.
4. If a settlement has not been reached or a party to the grievance is dissatisfied with the decision made, the party may make an appeal which brings the case to the next step. A decision is final if it is not appealed within given time limits or if no further appeal can be taken under this Procedure.
5. A faculty member may be accompanied by one of his/her colleagues whenever his/her grievance is being discussed.
6. After commencement of a grievance procedure, additional grievances or alterations in the original grievance require that the procedure begin again.

Grievance Committee

The Committee will be constituted as follows:

1. The Grievance Committee will consist of nine full-time faculty members elected by the faculty to three-year terms, so arranged (after the initial election) that three are elected each year. Department chairpersons are not eligible. For the hearing of each particular case, each party to the grievance can challenge two members. If insufficient challenges are registered, the committee is reduced to five by lot, the chairperson to be elected by the committee.
2. The Chairperson of the Faculty will insure that the committee be operative within five school days from the request.
3. The Grievance Committee will ascertain that Steps I and II were unsuccessful in bringing about a settlement.
4. Committee members have the right to confer with any members of the College community appropriate to the case.
5. Any person serving as a conferee serves without prejudice or fear of reprisal.
6. The Grievance Committee (as constituted above) may conduct a full hearing of the grievance, making inquiry, receiving evidence and taking testimony. All parties to the grievance shall have the right to be heard and to be present at all of the hearing sessions, and also they shall have the right to present and to question witnesses. The committee shall have the right to request witnesses to appear and to take their testimony.

The Committee is empowered to decide to:

- a) Refuse a hearing after review of written complaint. It shall give reasons for refusal to conduct a hearing.
  - b) Engage in additional fact-finding, suggest policy changes, suggest redress be awarded to grievant.
  - c) Refer the case to another committee or a higher authority if the case so warrants, with or without recommendations.
7. A decision of the majority of the Committee constitutes the decision of the Committee.
  8. All proceedings of the Committee are considered confidential. Meetings are not public.
  9. Minutes of the Grievance Committee hearings will be kept in a confidential file in the Office of the President. These minutes will be kept separate from any personnel files.



## Grievance Procedure Not Involving the President

### Step I: Informal Discussion

- a) An informal discussion shall take place between the parties to the grievance and their immediate superior(s) or his/her representative (in case he/she is one of the parties, his/her superior), who sets the date for an informal meeting to take place not later than five school days after notice received.
- b) Informal discussions may continue until the grievance is settled or until the passage of ten school days from the date of the first informal discussion, whichever occurs first.

### Step II: Written Complaint of Grievance

- a) Within five school days from the terminal date of the informal discussion, the grievance and redress sought must be submitted as a complaint in writing to the Academic Vice President (if he is a party involved, to an official designated by the President), together with a copy to each of the parties to the grievance, each of whom will then have five school days from the receipt of the copy to answer the complaint in writing.
- b) The Academic Vice President (or Presidential designee) shall then consider the written complaint and answers, together with any oral statements and other pertinent data he may seek or require, and make his decision in writing with a copy to each party to the grievance, not later than twenty school days from the terminal date of the informal discussions.

### Step III: Grievance Committee

- a) A Grievance Committee will be formed at the request of any party to the grievance. The request must be made within ten school days of the decision of the Academic Vice President. Its formation and term shall be in conformity with the rules for the selection of the Grievance Committee as set down in this grievance procedure.
- b) The Grievance Committee will proceed in accordance with paragraph 6 above of this grievance procedure.
- c) The Grievance Committee hearing may continue for a period not to exceed twenty school days after the committee has been selected. The decision of the committee must be rendered within thirty school days from the commencement of the hearing or within ten school days from the end of the hearing, whichever is sooner.

### Step IV: Appeal to the President

A party dissatisfied with the decision rendered by the Grievance Committee may appeal to the President of the College whose decision shall be final.



## Grievance Procedure Involving the President

### Step I: Informal Discussion

- a) An informal discussion shall take place between the faculty member and the President. The faculty member may be accompanied by another member of the College community as his/her representative if that is the faculty member's desire. If the colleague is present as the representative of the faculty member, the President must be so advised at the outset of the discussion. The colleague may be authorized to represent the faculty member in his/her absence when the President determines that the faculty member has received notice of the meeting and has requested the colleague to attend in his/her place.
- b) Informal discussions may continue until the grievance is settled, or until the passage of ten school days from the date of the first informal discussion, whichever occurs first.

### Step II: Appeal to the Board of Trustees

If Step I does not produce agreement within the stated time limit, the grievant may appeal in writing to the Board of Trustees or a committee thereof within ten school days after expiration of the stated time limit.

## C. Terms and Conditions of Employment, Salary and Collateral Benefit Policies

### Terms and Conditions of Employment

Terms and conditions of employment are contained in letters of appointment from the President, the Academic Vice President, the Undergraduate Dean or the Dean of Extended Education; in letters of intent or contracts which are issued during the spring term of each year to returning faculty for the following academic year; and in this Faculty Handbook.

In accepting the letter of intent or contract, each faculty member agrees to the following applicable conditions:

1. That, for full-time faculty, he/she will devote full time and effort during the period of the agreement to the performance of his/her specified duties, and further, that he/she will not accept or engage in any other employment or activity which might interfere with the performance of the specified obligations without first securing approval in writing of the President. This written approval must be renewed annually.
2. That he/she will teach such subjects in which he/she is qualified as are assigned by the College.
3. That, for full-time faculty, a full-time program normally consists of fourteen (14) unit hours per long term, or twenty-eight (28) per year or the equivalent thereof, depending on the number and type of preparations involved.